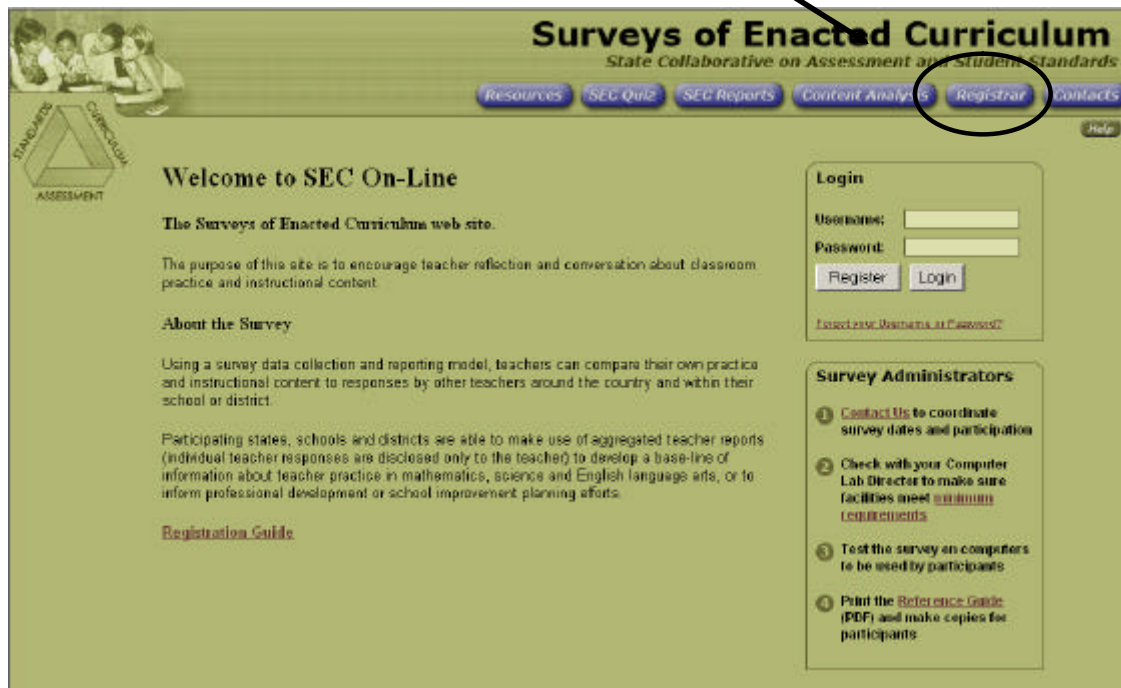# Surveys of Enacted Curriculum (SEC)
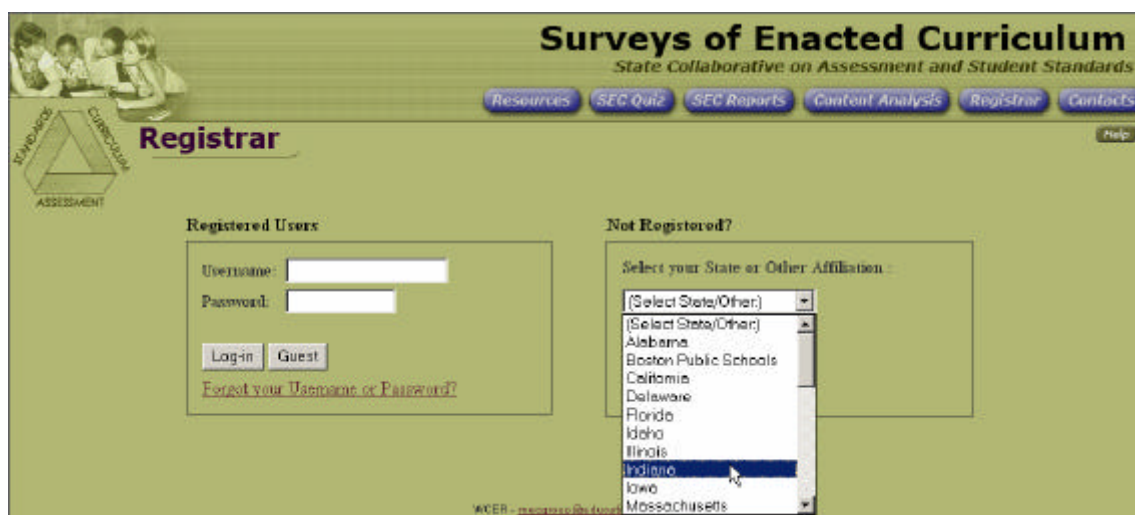
Registering for Surveys of Enacted Curriculum

Go to: **www.seconline.org**

1. Click on the "Registrar" button along the top of the page.

2. Click on the drop down menu in the "Not Registered?" box on the right side of the screen to select your state (**Vermont**). Click on the "Register" button to continue.

3. Please review the User Information Agreement and click on the checkbox at the bottom of the screen, if you agree. Click on "Continue."

> **Note: By checking the box at the bottom of the page, it will only give the research staff at WCER the permission to release your data and name to the state for research purposes only. NEVER for any reason, will your data and name be shared with your district or school. You can choose to NOT check this box and your confidential data will be included in the district and school level data analysis.**

4. Review the state name on the screen to make sure you have selected the correct state. If the wrong state was selected, click on the "Go Back" button. Otherwise, complete the fields on the registration page (see image below)
   a. Name
   b. Region: **Vermont SEC Initiative**
   c. District: **Southwest Vermont SU**
   d. School: **Select your School**
   e. Position: **Teacher**
   f. Subject: **Appropriate Survey Content Area**
   g. Grade Level: **Grades K-12**
   h. Group Level: **Treatment**

Click on the "Submit" button.

5. Review the information on the screen to make sure you have entered everything correctly. If you need to make adjustments, click on the "Go Back" button at the bottom of the screen.

6. Create a username and a password in the fields provided. Be sure to write down your username and password for future reference. You will need this information to log back onto the site. Enter an email address that you have access to or use on a regular basis. This is only used when you need access to your username and password in the future. Click on "Continue."

> **Now enter a username and password that will be easy for you to recall.**
>
> **(Both Username and password will be required to re-enter this site.)**
>
> Username: [   ]
> Password (6-12 characters): [   ]
> Reenter Password: [   ]
>
> If you forget your username or password, you will be able to retrieve that information only by way of the email address you provide below. Forgotten usernames and passwords can be requested in the 'Contacts' section.
>
> Email address: [   ]

7. The next page confirms your username and email address. Click on "Continue."

8. This should take you to the SEC Survey page. To begin entering data into a survey, click on "Start this Survey."

> Below is a list of surveys that you have access to. You may now go back to review/edit your responses or view the results. Note that once you view results for a given survey section you will not be able to edit your results for that section.
>
> • Hammond SEC Initiative   2006   K-8   Math   **Incomplete**   [Start this Survey]

9. Please review the notes. Click on "Continue."

> **You are about to enter the survey area.**
>
> **NOTE:** You do not have to complete all survey sections at one sitting.
>
> Data is saved for each section as you complete it.
>
> You may exit at any time by simply closing your browser.
>
> When you log back in, any sections already completed will be identified for you.
>
> Completed sections can be edited/revised by checking the box next to that section. Once you review the survey charts (results) for a given section however, you will no longer be able to edit your responses for that section.
>
> [Continue]

10. Clicking on "Submit" will cycle you through the survey sections checked on the menu screen. The system will keep track of which sections you complete, and you may do as few or as many sections at one sitting as you like.

SEC Mathematics Instruction Survey Menu

(Green Text indicates you have previously completed that section; check to complete/edit, un-check to skip.)

☑ School and Class Description	☑ Educational Technology
☑ Instructional Content	☑ Use of Assessment Strategies
☑ Use of Homework	☑ Instructional Influences
☑ Instructional Activities	☑ Instructional Readiness
☑ Problem - Solving Activities	☑ Teacher Opinions and Beliefs
☑ Small Group Work	☑ Professional Development
☑ Use of Hands-On Materials	☑ Teacher Characteristics
☑ Formal Course Preparation	

Instructions for Selecting the Target Class -- *Mathematics Instruction*

For all questions about classroom practices please refer only to activities related to instruction in the selected subject. If you teach more than one class in the subject area, select the first class that you teach each week. If you teach a split class (ie. the class is split into more than one group for instruction) select only one group to describe as the target class.

Submit

11. To log off, simply close your browser. When you log back onto the site any completed sections will be shown in green text on the menu screen.

Once all sections have been completed, you will be able to review your results and your group's results on-line.

For further information, or if you experience difficulties, contact the SEC Helpdesk at mecgroup@education.wisc.edu.
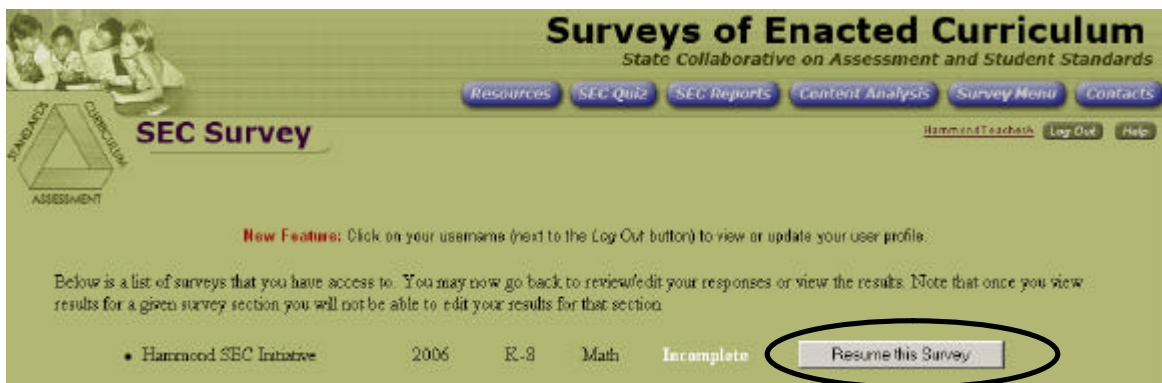
Returning to an Incomplete Survey

Go to: **www.seconline.org**

1. Log-in using the Username and Password you created when you registered with the Surveys of Enacted Curriculum.
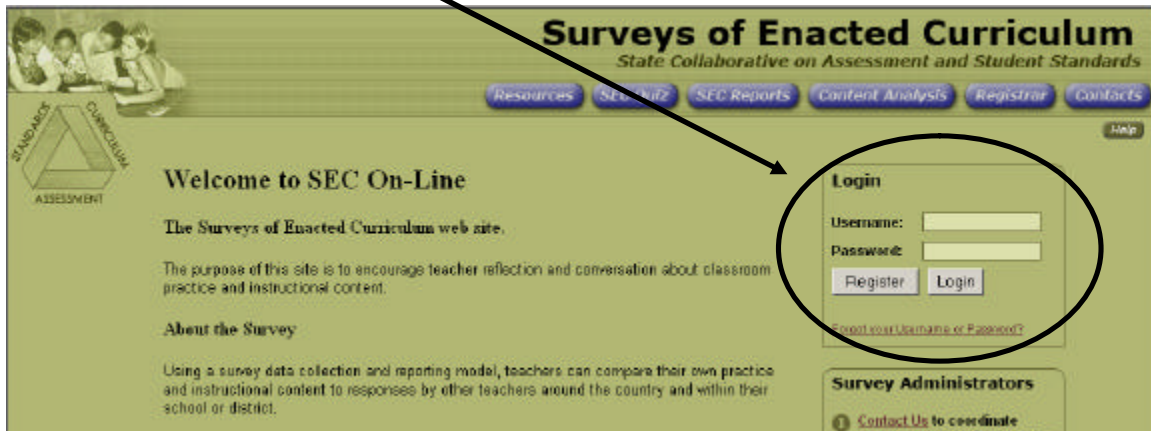
2. To resume your incomplete survey, click "Resume this Survey" next to appropriate content area.

3. Please review the notes. Click "Continue"
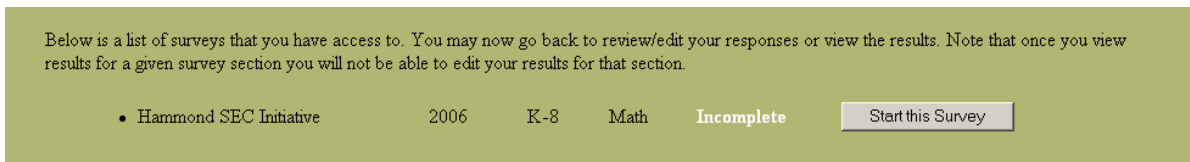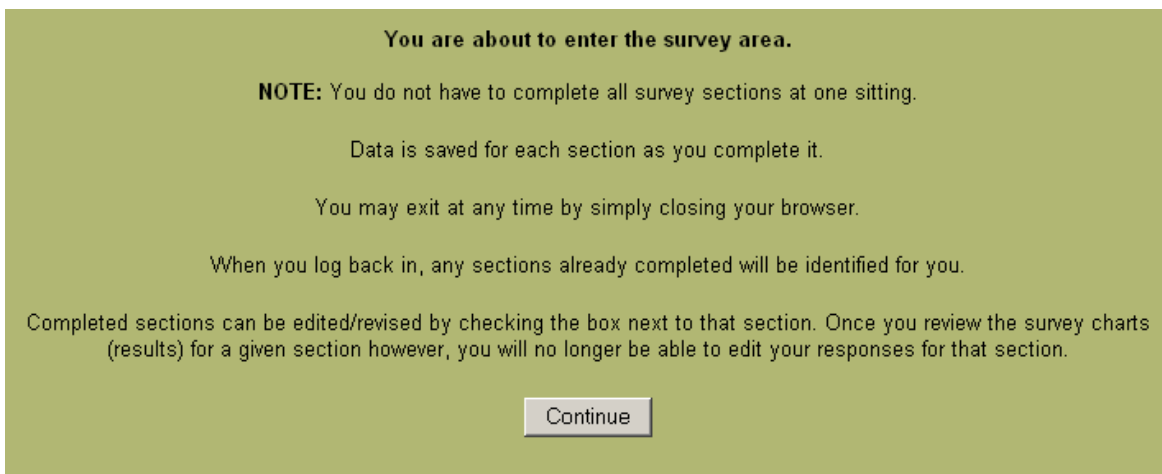4. Click "Submit". This will take you back to where you left off.

Participating in Another Content Area Survey

Go to: **www.seconline.org**

1. Log-in using the Username and Password you created when you registered with the *Surveys of Enacted Curriculum.*
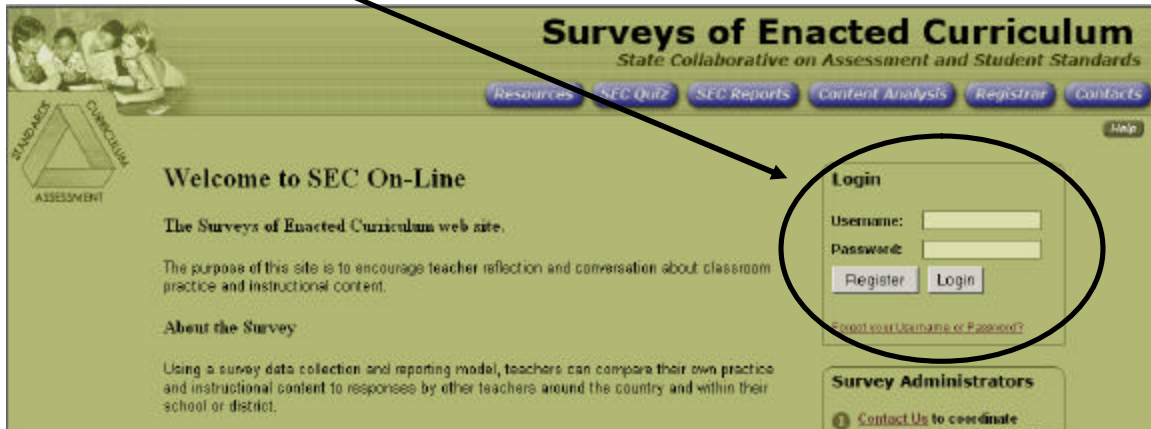
2. You will first see the survey you have started (or completed) previously. To take another survey, choose the appropriate Subject: and Grade Level: from the drop down boxes and click "Add this Survey."
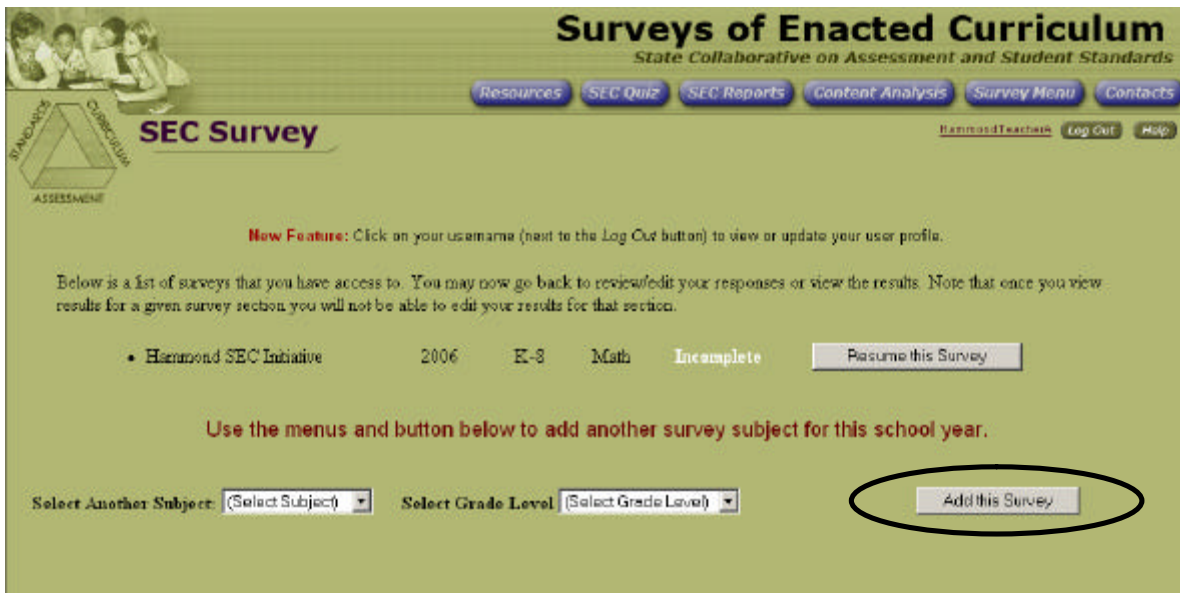
3. You will then pick up with Step 9 of the Registration Procedures.

Taking a Post SEC Survey

Go to: **www.seconline.org**

1. Log-in using the Username and Password you created when you registered with the *Surveys of Enacted Curriculum.* If you do not remember your login, skip to the next section called Forgot Username or Password.

2. This should take you to the SEC Survey page. To begin entering data into a survey, click on "Start this Survey."

3. Please review the notes. Click on "Continue."

4. Clicking on "Submit" will cycle you through the survey sections checked on the menu screen. The system will keep track of which sections you complete, and you may do as few or as many sections at one sitting as you like.

5. To log off, simply close your browser. When you log back onto the site any completed sections will be shown in green text on the menu screen.

Once all sections have been completed, you will be able to review your results and your group's results on-line.

For further information, or if you experience difficulties, contact the SEC Helpdesk at mecgroup@education.wisc.edu.

Forgot Username or Password

1. If you do not remember your Username and Password, click on the "Forgot your Username or Password?" link in the Login Box on the home page (www.seconline.org).

2. Enter your First Name, Last Name and Email address. Please use the email you entered when you registered. Then click submit.

3. If you enter an invalid email or an email not in the system, you will be asked for more information.

4. You will get a message that says "An email has been sent to mecgroup@education.wisc.edu. We will respond to your request and be in touch with you as soon as possible. Thank you." If you do not get a response within 24 hours please email mecgroup@education.wisc.edu with your first name, last name, state, school and email address.

5. When you receive your login go back to the section of these instructions titled Taking a Post SEC Survey.